

**Coquille Indian Housing Authority
Maintenance Report
January 2021**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
1/5/2021	506	Vacant Unit	Caulked tub, toilet, kitchen counter, and tiles, cleaned coils and worked on refrigerator, secured dishwasher, installed base trim for cabinets, touched up paint, rekeyed locks, cleaned up	SF
1/5/2021	506	Vacant Unit	Vacuumed carpet, swept floors, spot cleaned windows and doors, took trash to dumpster, mopped floors	KM
1/7/2021	506	Vacant Unit	Cleaned up, replaced hall outlet, added support in attic for bedroom light, removed crimp in light fixture	SF
1/7/2021	506	Vacant Unit	Swept and mopped floors, vacuumed carpet, removed last of tools and materials from unit	KM
1/8/2021	506	Vacant Unit	Wiped down sink and counters, removed all tools and supplies from unit and shed; ready for occupancy	SF
1/11/2021	512	Vacant Unit	Removed cover plates, doors, light covers, curtains and rods, blinds, carpet and padding, loaded up carpet and padding and hauled to dumpster	SF
1/11/2021	512	Vacant	Swept and vacuumed floors, began spackling holes in walls	KM
1/12/2021	512	Vacant	Prepped for paint, primed some areas, began painting walls and	SF
1/13/2021	512	Vacant	Painted in unit	SF
1/13/2021	512	Vacant	Painted in unit	KM
1/14/2021	512	Vacant Unit	Installed cove base in bathroom, removed tub and toilet caulking and recaulked, caulked around all the tile on backsplash and counter, replaced GFCI in kitchen, replaced dryer vent hood, cleaned bathroom fan and motor, touched up paint, installed bathroom mirror	SF
1/14/2021	512	Vacant	Painted in unit	KM
1/15/2021	512	Vacant Unit	Scraped and recaulked entire kitchen counter and tiles, caulked bathroom sink, stained trim for kitchen, cleaned up	SF
1/15/2021	512	Vacant Unit	Washed and reinstalled shelving, installed heater covers, loaded tools into van	KM
1/19/2021	512	Vacant	Made repairs, cleaned up	SF
1/19/2021	512	Vacant	Swept, filled cracks in concrete, began cleaning cabinets	KM
1/20/2021	512	Vacant	Cleaned cabinets, gathered up tools	KM
1/20/2021	512	Vacant Unit	Cleaned drains, dishwasher, and cabinets, installed new kitchen faucet, met with flooring contractor, cleaned up	SF
1/21/2021	512	Vacant Unit	Cleaned cabinets, loaded tools, cleaned covebase, installed and adjusted bi-fold doors	KM
1/21/2021	512	Vacant	Cleaned up, put things together	SF
1/25/2021	512	Vacant	Cut and installed new blinds, cleaned up	SF
1/25/2021	512	Vacant Unit	Repaired drawers, began rebuilding screens, cleaned up, loaded tools in van	KM
1/26/2021	512	Vacant Unit	Cleaned windows and tracks, removed sliding glass door to lube rollers, drained water heater	SF

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1/26/2021	512	Vacant	Repaired screens, cleaned windows, loaded up tools	KM
1/27/2021	512	Vacant Unit	Cleaned countertops, touched up paint, loaded tools, cleaned out shed, swept floors	KM
1/27/2021	512	Vacant Unit	Cleaned windows and tracks, painted interior front door and trim, painted exterior jamb and trim, cleaned up	SF
1/28/2021	512	Vacant	Performed final cleaning, touched up paint, loaded tools and trash	KM
1/28/2021	512	Vacant Unit	Swept, cleaned up storage shed, painted front exterior door, cleaned out home, checked for any items needing completed	SF
1/11/2021	2646D	Vacant	Changed all bulbs to LED, did walkthrough	SF
1/25/2021	2670D	Vacant	Walked through and secured unit	SF
Work Orders				
1/5/2021	704	Work	Adjusted garage door rail sensors	SF
1/6/2021	2603	Work	Secured fence with lumber so the wind wouldn't blow it over	SF
1/17/2021	2636	Work	Replaced heating thermostat	SF
1/19/2021	2659	Work Order	Set up dehumidifier in master bath, replaced locks on front and utility doors, caulked around exterior bathroom window, repaired refrigerator seal	SF
1/21/2021	2659	Work	Picked up dehumidifier and took to 2670A	SF
1/7/2021	2620A	Work	Rebuilt kitchen faucet	SF
1/12/2021	2646C	Work Order	Crawled in the attic to check bathroom venting line, cleaned fan motor, replaced inoperable fan motor, put back together and tested	SF
1/17/2021	2670A	Work Order	Removed light fixture from kitchen that was full of water from fire upstairs, cleaned up water from window sill and counter	SF
1/17/2021	2670C	Work Order	Met with emergency responders for kitchen fire, cleaned up water from floors, set up dehumidifier and air purifier, checked and emptied dehumidifier as needed, spoke with resident	SF
1/19/2021	2670C	Work	Emptied dehumidifier, returned air purifier to office	SF
1/21/2021	2670C	Work	Emptied dehumudifier	SF
1/25/2021	2670C	Work	Emptied dehumidifier	SF
Routine Activities				
1/4/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
1/4/2021	Shop	Routine	Emptied trash from back of van, unloaded and put away tools, cleaned out front of van and washed windows, cleaned restrooms, hauled trash to dumpster, cleaned up work area, hecked fluid level on golf	KM
1/5/2021	Office	Routine	Brought mail to office, did paperwork	KM
1/5/2021	Office	Routine	Removed exterior Christmas lights, did paperwork	SF
1/5/2021	Shop	Routine	Emptied trash from golf cart and work areas, loaded and restocked van with materials and supplies	KM
1/6/2021	Office	Routine	Completed paperwork	SF
1/6/2021	Office	Routine	Took air purifier filters to dumpster, brought in Christmas storage tubs, brought mail to office, did paperwork	KM

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1/6/2021	Shop	Routine	Cleaned out trash from back of van, cleaned out bucket of shop towels, helped move cedar to sort and stack, and ran some through	KM
1/6/2021	Shop	Routine	Emptied trash, cleaned up and organized areas, brought cedar down to run through table saw to removed bad parts, prepped boards to use for trim, cleaned out van	SF
1/7/2021	Office	Routine	Hauled Christmas decorations to shop, verified deposit, did paperwork	SF
1/7/2021	Office	Routine	Verified cash in drop box with Debbie, brought mail to office, did paperwork	KM
1/7/2021	Shop	Routine	Cleaned trash from back of van, put away tools	KM
1/7/2021	Shop	Routine	Put together a supply order, cleaned restrooms, cleaned out van	SF
1/7/2021	Town	Routine	Had tires replaced on box van, picked up supplies	SF
1/8/2021	Office	Routine	Watered plants, ordered supplies, talked with Lyman about upcoming unit vacancies, did paperwork	SF
1/8/2021	Shop	Routine	Ran lumber through planer to prep for primer	SF
1/11/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
1/11/2021	Office	Routine	Met with Marcy about inventory, spoke with Anne about door, did paperwork	SF
1/11/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van, put away tools	KM
1/11/2021	Shop	Routine	Took Christmas decorations to mezzanine storage, unloaded box van, loaded supplies and materials	SF
1/12/2021	Office	Routine	Loaded supply delivery, did paperwork	SF
1/12/2021	Shop	Routine	Put away supply order, built a window screen	SF
1/13/2021	Office	Routine	Brought mail to office, did paperwork	KM
1/13/2021	Office	Routine	Installed front door hardware, cut and installed rubber ramp at front door, cleaned up	SF
1/13/2021	Shop	Routine	Emptied trash from van, put away tools	KM
1/14/2021	Office	Routine	Brought mail to office, did paperwork	KM
1/14/2021	Office	Routine	Researched parts for front door	SF
1/14/2021	Shop	Routine	Emptied trash from van, put away tools, restocked van	KM
1/15/2021	2646A	Routine	Set up ozone generator, picked up tree	SF
1/15/2021	Office	Routine	Brought mail to office, did paperwork	KM
1/15/2021	Office	Routine	Watered plants, did paperwork	SF
1/19/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
1/19/2021	Office	Routine	Completed paperwork	SF
1/19/2021	Playground	Routine	Cleaned and restocked restroom	KM
1/19/2021	Shop	Routine	Emptied trash from back of van, put away tools, checked fluid levels on golf cart	KM
1/20/2021	Office	Routine	Brought mail to office, did paperwork	KM
1/20/2021	Office	Routine	Inventoried new vacuums, did paperwork	SF
1/20/2021	Shop	Routine	Emptied trash from van, put away tools, restocked van	KM

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1/20/2021	Town	Routine	Fueled van, picked up supplies	KM
1/21/2021	Office	Routine	Completed paperwork	SF
1/21/2021	Office	Routine	Took out trash, opened office for HVAC contractor, brought mail to office, did paperwork	KM
1/21/2021	Shop	Routine	Emptied trash from back of van, put away tools	KM
1/22/2021	Office	Routine	Cleaned up parking lot, opened office for HVAC contractors, brought mail to office, did paperwork	KM
1/22/2021	Shop	Routine	Emptied trash from van, put away tools, restocked van	KM
1/25/2021	Office	Routine	Conducted employee interviews, brought mail to office, completed paperwork	KM
1/25/2021	Office	Routine	Researched playground path lighting, did paperwork	SF
1/25/2021	Shop	Routine	Cleaned out trash from back of van, put away tools, checked fluids and cleaned windows in golf cart	KM
1/26/2021	2677	Routine	Hauled brush to burn pile	SF
1/26/2021	Office	Routine	Brought mail to office, did paperwork	KM
1/26/2021	Office	Routine	Watered plants, set thermostat in conference area	SF
1/26/2021	Shop	Routine	Emptied trash from van, put away tools	KM
1/26/2021	Shop	Routine	Unloaded van and put tools and materials away, loaded some cleaning supplies, spray painted a couple covers	SF
1/27/2021	Office	Routine	Brought mail to office, did paperwork	KM
1/27/2021	Office	Routine	Installed blind in Tracey's office, did paperwork	SF
1/27/2021	Shop	Routine	Cleaned and organized van, put away tools and materials	SF
1/27/2021	Shop	Routine	Cleaned out van, put away tools	KM
1/28/2021	Office	Routine	Attended Board meeting via Zoom, did paperwork	SF
1/28/2021	Office	Routine	Brought mail to office, did paperwork	KM
1/28/2021	Shop	Routine	Emptied trash, put away tools	KM
1/28/2021	Shop	Routine	Unloaded van, put away items	SF
1/29/2021	Office	Routine	Gathered and emptied office trash, brought mail to office, did paperwork	KM
Groundskeeping				
1/4/2021	Housing	Grounds	Trash pickup	KM
1/5/2021	Housing	Grounds	Picked up Christmas trees and hauled to burn pile	SF
1/5/2021	Housing	Grounds	Trash pickup	KM
1/5/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/6/2021	Housing	Grounds	Trash pickup	KM
1/6/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/7/2021	Housing	Grounds	Trash pickup	KM
1/7/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/8/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/11/2021	Housing	Grounds	Trash pickup	KM
1/13/2021	Housing	Grounds	Trash pickup	KM

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1/13/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/14/2021	Housing	Grounds	Trash pickup	KM
1/14/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/15/2021	Housing	Grounds	Trash pickup	KM
1/19/2021	Housing	Grounds	Trash pickup	KM
1/19/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/20/2021	Housing	Grounds	Trash pickup	KM
1/20/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/21/2021	Housing	Grounds	Trash pickup	KM
1/21/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/22/2021	Housing	Grounds	Trash pickup	KM
1/25/2021	Housing	Grounds	Trash pickup	KM
1/25/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/26/2021	Housing	Grounds	Trash pickup	KM
1/27/2021	Housing	Grounds	Trash pickup	KM
1/28/2021	Housing	Grounds	Trash pickup	KM
1/28/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
1/29/2021	Housing	Grounds	Trash pickup	KM
Admin Support				
1/6/2021	Town	Admin	Courier run	SF
1/7/2021	Town	Admin	Courier run	KM
1/14/2021	Town	Admin	Courier run	SF
1/29/2021	Town	Admin	Courier run	KM
Staff Time Off				
1/1/2021			New Year's holiday	SF
1/1/2021			New Year's holiday	KM
1/4/2021			PTO	SF
1/5/2021			Part day PTO	KM
1/6/2021			Part day PTO	KM
1/8/2021			PTO	KM
1/11/2021			Part day PTO	KM
1/12/2021			PTO	KM
1/14/2021			Part day PTO	KM
1/18/2021			Martin Luther King Jr. holiday	KM
1/18/2021			Martin Luther King Jr. holiday	SF
1/25/2021			Part day PTO	KM
1/26/2021			Part day PTO	KM
1/27/2021			Part day PTO	KM
1/28/2021			Part day PTO	KM
1/28/2021			Part day PTO	SF
1/29/2021			PTO	SF